

JOB OPPORTUNITY

Job Opportunity Bulletin:	#06-038
Final Filing Date:	09/20/06 or Until Filled

Position:	Salary:	Location:
Accountant Trainee	\$3,027 - \$3,505	Office of Statewide Health Planning and Development Accounting Services 1600 9 th Street, Room 450 Sacramento, CA. 95814

General Statement:

Under the close supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee will perform entry level professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for OSHPD activities. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you.

Duties:

- ❖ Encumbers, maintains and processes all account payable activities related to purchase orders, sub-purchase orders, service orders related to invoices; audits all related invoices for accuracy and propriety. Prepares and inputs documents into CALSTARS to initiate claim schedules for payment through the State Controller's Office for OSHPD. Records all payments on encumbrance source documents and reconciles encumbrances source document balances to CALSTARS.
- ❖ Audits CalATERS and travel expense reimbursement claims per applicable DPA rules and regulations, and bargaining unit contracts. Analyzes, records, and verifies CALSTARS transactions to liquidate revolving fund advances.
- ❖ Assists in coordinating activities for the Labor Distribution Subsystem to ensure labor expenditures are appropriately charged, this includes maintaining the Employee Master Table. Reviews and corrects error suspense transactions related to labor.
- ❖ Prepares monthly fund balances report for Cal-Mortgage and the Project Expenditure Distribution report for ISS. Distributes, to Division Chiefs and program staff, the monthly CALSTARS expenditure, history, and encumbrance reports.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- ❖ Possess excellent organizational skills and attention to detail.
- ❖ Experience with Microsoft applications with an emphasis on Excel and Word.
- ❖ Excellent written, oral and interpersonal communication skills.
- ❖ Ability to handle multiple priorities and deadlines.
- ❖ Reflect the Mission and Values of OSHPD

Who May Apply:

Applications will be accepted from individuals currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointment is subject to SROA policies.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested parties should submit a State Examination and/or
Employment Application, STD-678 and a resume to:
Office of Statewide Health Planning and Development
Attn: Jacquie Hicks Johnson
1600 9th Street, Rm. 450
Sacramento, CA 95814

For more information contact Jacquie Hicks Johnson at (916) 654-3544, FAX: (916) 654-3200 or E-mail: Jjohnson@oshpd.state.ca.us

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

